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Whole School Food Policy

Statement of Intent

Manor Green School recognises that what students eat and drink at school is important. We aim to teach students about food and nutrition through the curriculum and reflect these principles in the school's food menu and cooking provisions.

We acknowledge the important connection between a healthy diet and a student's ability to learn effectively. We also acknowledge that we can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

As part of our healthy eating and living campaign, our catering will uphold the highest standards of quality, nutrition and cleanliness; adhering, without exception, to the food standards and legal obligations. As such, this policy has been implemented to allow us to provide food in a safe and hygienic manner.

Legislation

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Requirements for School Food Regulations 2014
- The Food Safety Act 1990
- The Food Safety (General Food Hygiene) Regulations 1995 (as amended)
- The School Standards and Framework Act 1998
- The Products Containing Meat etc. (England) Regulations 2014

This policy operates in conjunction with the following non-statutory guidance:

- DfE (2019) 'School food in England'
- The School Food Plan (2014) 'School Food Standards: A Practical guide for schools, their cooks and caterers'
- Breakfast Clubs Setup and Implementation: Briefing for School Leaders March 2017

This policy should be read in conjunction with the following school policies:

- Health & Safety Policy

Roles and Responsibilities

The Headteacher is responsible for:

- The provision of food for the school – ensuring students entitled to FSM and students who have requested school meals receive them.
- Ensuring the agreed food provision adheres to the food standards.
- Providing hot lunches, wherever possible, to ensure that all students are able to eat one hot meal a day.
- Providing FSM to a students if the students and/or their parent meets the eligibility criteria.

- Ensuring that drinking water is provided free of charge at all times.
- Providing free-to-use facilities to eat food, including accommodation, furniture and supervision, so students can eat their food in a safe and social environment.
- Ensuring a free piece of fruit or vegetable is provided outside of school lunch hours for students between four and six years old who are eligible through the [School Fruit and Vegetable Scheme](#).

The Head of Operations is responsible for:

- Organising food hygiene training for all in-house kitchen staff.
- Inspecting the school kitchens with the head cook to ensure facilities are cleaned to the highest standards.
- Ensuring the kitchen staff have completed and keep an up-to-date food hygiene plan.
- Reviewing with the head cook the meal plans for the term, including where food is sourced from and whether there are any healthier alternatives.
- Organising refresher training for staff with regards to health and safety and food hygiene.
- Completing relevant risk assessments, e.g. School Food Risk Assessment.

The head cook is responsible for:

- Providing the Head of Operations with a copy of their food hygiene certificate upon request, where applicable.
- Ensuring a food hygiene record is kept, to demonstrate how the school ensures all food and its preparation methods are safe, and that this is reviewed on a monthly basis.
- Checking the temperatures of food storage areas at the **start** and **end** of each day to ensure they are running at the correct temperature and documenting these in the food hygiene record.
- Checking that thermometers are working properly by using the boiling water test, in line with [section 11](#) of this policy.
- Ensuring PPE is undamaged, free from tears, rips or burns, and that there is enough PPE for each member of staff working in the kitchen.
- Ensuring there are sufficient numbers of colour coded chopping boards for food preparation
- Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
- Withdrawing stock that has gone past their use by date or is not safe to eat, e.g. batches of food being reported as holding unsafe levels of harmful bacteria.
- Ensuring a cleaning schedule is maintained and reviewed on a **monthly** basis.
- Ensuring high standards of personal hygiene is maintained at all times.
- Ensuring the food served to students is nutritious and provides them with a healthy balanced diet.

Food based standards

The school is committed to providing students with a healthy balanced diet, in line with the School Food Plan's '[School Food Standards: A practical guide for schools, their cooks and caterers](#)'.

The school will use the standards when planning meals and will follow the portion sizes and the recommended food groups for school lunches.

Cereals offered as part of breakfast clubs will be high on fibre and will not exceed 22.5g per 100g serving.

Exemptions to the school food regulations

The school food standards do not apply to food provided:

At parties or celebrations marking religious or cultural occasions.

At fundraising events.

As rewards for achievements, good behaviour or effort.

For using in teaching food preparation and cookery skills, including where the food prepared is served to students as part of a school lunch.

Breakfast club

Healthy Eating statement

The school will use healthier cooking methods to contribute to healthy eating, such as the following:

Using less fat in cooking

Baking foods rather than frying them

Increasing use of fats/oils that are high in polyunsaturated fats

Reducing use of sugar in recipes

Avoiding using additional salt in cooking processes

Increasing the use of food items containing high amounts of fibre

All menus created will be in accordance with the nutritional standards outlined in [section 3](#) of this policy.

Catering Service

Menus and prices (where applicable) will be clearly displayed and, will contain nutritional information.

Menus will adhere to statutory nutritional standards.

Menus will reflect parents' and student's preferences, cultural, religious and special dietary needs.

Parents' and students' feedback will be encouraged and, where possible, changes made to increase their satisfaction.

The cleanliness of the kitchen and serving areas will be kept to the highest standards.

Food preparation and serving areas will be cleaned before, during and after preparation and cooking, in accordance with The Food Safety (General Food Hygiene) Regulations 1995 (as amended).

The kitchen staff will be suitably trained and will have an appropriate recognised qualification in food hygiene.

The kitchen staff will be clean and tidy in appearance and will be courteous to all students' staff and parents.

The kitchen staff will adhere to the service times, start and finish, agreed by the Head of Operations

Service times will be displayed, and the service will always commence on time.

Students entitled to free school meals will be treated with sensitivity.

Pureed food will as far as is possible be lump free.

Purchasing of Food

All food items are purchased from reputable suppliers to ensure compliance with government buying standards.

The school suppliers are:

- ❖ Brakes
- ❖ Prescott Thomas LTD
- ❖ John Sheppard

All food products and ingredients are checked for acceptability, i.e. nutritional specifications, genetically modified organism requirements and allergen ingredients.

All products identified as acceptable for inclusion in our range are compared for ingredient and nutritional value against set specification criteria before being incorporated into the menus.

Menus will, as much as reasonably practicable, reflect the natural growing or production period for the UK to assist students in learning about food production and seasons.

Any fish products served will be sustainably sourced to promote the importance of sustainable fishing.

Kitchen safety

- Kitchen staff will have a list of all allergens and will avoid using them within the menu – a full list of the allergens can be found [here](#).
- Where meals include allergens or traces of allergens, staff will use labels to denote which allergens consumers should be aware of.
- The school will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers.
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- The school will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers.
- The school will not be misleading with the food that they serve, and the labelling will accurately represent what is being eaten.
- The school will keep a record of where their produce comes from and will be prepared to produce this record on demand by the environmental health officer.
- Kitchen staff will withdraw any produce that has gone past their use by date.
- All kitchen staff will be trained in food safety as part of their food hygiene training.
- Staff will be aware of all the harmful bacteria that could cause serious illness if not treated and removed properly from food sources.
- In events where suppliers recall produce due to reports of harmful levels of bacteria in stock, staff will remove all traces of the product from the school and ensure the headteacher is notified. Parents will be informed of the outbreak, in line with the school's Critical Incident Plan.
- Staff will be aware of the 'danger zone' where microbial growth is stimulated – this are between the temperatures of 5°C and 63°C.
- Kitchen staff will cook food until its core temperature has reached 75°C and remains that temperature for two minutes to minimise the risk of harmful bacteria being present in food.
- Kitchen staff will have an in-depth knowledge of the risks of cross contamination.

Colour-coded chopping boards and corresponding knives will be used for food preparation. The school uses the following colour-coded board and knife system:

Colour of chopping board and knife	Food group
Red	Raw meat
Yellow	Cooked meat/fish
Green	Salads and fruit
White	Bakery and dairy
Brown	Vegetables
Blue	Raw fish

Food Hygiene

The kitchen staff will keep an up-to-date food hygiene plan, in line with **the** Hazard Analysis Critical Control Point (HACCP) principles.

The kitchen staff will receive food hygiene level 2 training as part of their induction, the head cook will receive food hygiene level 3 training which will be kept up-to-date.

Kitchen staff will partake in regular food hygiene refresher training.

In line with food safety & hygiene regulations, a food hygiene record will also, be kept demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan. This record will be maintained by the head cook or other designated staff member and entries will be completed on a daily basis.

For each day of the week, the food hygiene record will include space to record the following;

- The date
- The completion of the opening and closing checks
- The completion of the day's cleaning tasks, with reference to the cleaning schedule
- Details of any hygiene-related incidents that occurred during the day
- Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis
- A signature from the designated member of staff that has completed the day's entry

The food hygiene record will also include the following:

- List of suppliers
- Kitchen staff training record
- Food temperature monitoring records
- Fridge and freezer temperature monitoring records
- Hygiene inspection checklist
- Monthly reviews

At each monthly review, the head cook will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to rectify, i.e. additional staff training.

At the beginning of the school day, the following checks will be conducted:

- All fridges, freezers and chilled display equipment are working properly, and fridges are running below 5°C, chill cabinets below 8°C, and freezers at -18°C
- All other equipment, e.g. ovens, is working properly
- Staff are fit for work, not presenting any signs of illness, and wearing clean clothes
- Food preparation areas are clean and disinfected
- There are plenty of handwashing and cleaning materials available, e.g. soap and paper towels

At the end of the school day, the following checks will be conducted:

- No food has been left out
- Fridges are running below 5°C, chill cabinets below 8°C, and freezers at -18°C
- Food that is past its 'use by' date has been thrown away

- Dirty clothes have been removed for cleaning and replaced with clean ones
- Food and cleaning waste have been removed and new bags have been put into the bins

A cleaning schedule will be maintained and stored in the school kitchen.

The cleaning schedule will outline:

- Items and equipment that need to be cleaned
- How frequently items and equipment need to be cleaned
- Who is responsible for cleaning items and when
- The precautions that must be taken when cleaning
- The methods of cleaning that will be used

Training will be provided to all kitchen staff on how to use the cleaning schedule.

Kitchen staff will keep food preparation areas to the highest standard of cleanliness by;

- Cleaning before, during and after food preparation
- Keeping a well-stocked supply of cleaning materials
- Ensuring hand soaps and sanitizers are accessible and fully stocked
- Ensuring all chopping boards are stored in a stand and are dry before use
- Storing knives away from the reach of unauthorised personnel in knife sleeve
- Washing cleaning cloths and towels at the end of the day and drying them before reuse
- Storing cleaning cloths and towels in a sterile cupboard or draw
- Not leaving food products out at room temperature for longer than is necessary
- Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area

Kitchen staff will complete cleaning tasks as allocated and ensure these are marked as complete on the cleaning schedule.

The cleaning schedule will be reviewed on a monthly basis by the head cook to ensure that cleaning tasks are being completed properly

Food contact materials will come from reputable suppliers and will be safe for use by staff to pack-age, store, prepare and cook food.

For the purpose of this policy, food contact materials include:

- Packaging, e.g. cellophane wrap
- Food processing equipment, e.g. a food blender
- Cookware
- Work surfaces

Kitchen staff will wear suitable PPE when preparing food – the PPE will be free from tears, burns or holes.

The following list indicates the suitable PPE the school uses:

- Full body aprons
- Hair/beard nets
- Latex gloves

Kitchen staff will be trained by the head cook on how to properly stock a fridge, including the following procedure:

- Raw meat stored on the bottom shelf

- Washed fruit and vegetables on the middle shelf
- Cooked meat on the top shelf

Where stock requires more than one fridge, raw and cooked meat will be stored separately.

Kitchen staff will have high standards of personal hygiene, including washing hands in the following circumstances:

- Before and after preparing raw meat
- Before and after preparing and cooking other food products
- After using the toilet
- After touching door handles, light switches or phones.
- After coughing or sneezing

Kitchen staff will check the accuracy of their thermometers by using the boiling water test.

The boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.

The school's food hygiene record, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

The school has employed Caterlink to carry out an annual audit on safety practices.

Environmental Health Inspections

The head cook will be the key contact for the environmental health officer from the LA – being responsible for implementing any recommendations made to them.

The school will record the following information in an environmental health log book:

- Any identified hazards, e.g. a fridge running at a 6°C
- How hazards were avoided, removed or reduced, e.g. turning the temperature of the fridge down
- How any problems are rectified, e.g. reviewing the fridge's temperature every 15 minutes
- How plans are checked for affectivity

The head cook will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene plan and food hygiene record.

The school will have their food hygiene rating sticker in a visible location within the kitchen.

If the school scores less than a five on their food hygiene rating sticker, they will implement any recommendations made by the environmental officer as soon as practicable.

After each environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

The school will receive a letter after an inspection with 'notices' – the school will comply with the notices immediately.

Food Technology Rooms

Designated Food technology rooms and the two life skills rooms are the only places suitable for the preparation and cooking of food as part of the curriculum, pathways or life skills classes.

Food for these classes will be ordered in advance by the Food Technology SSA, food will be purchased from a reputable supermarket or using one of the school kitchen suppliers.

Deliveries should be collected as soon as possible and ensure that all food is stored appropriately. The Food Technology SSA is responsible for ensuring that refrigeration temperature checks and freezer temperature checks are carried out at least daily and recorded.

The fridges should be organised as follows;

- Raw meat stored on the bottom shelf
- Washed fruit and vegetables on the middle shelf
- Cooked meat on the top shelf

A minimum of one person from each class teaching food preparation and cooking must hold a valid Food Hygiene Level 2 certificate.

Colour coded boards are provided in each food technology room and staff should ensure they are familiar with the colour coding of each board. See page 8 for details of the colour coded boards.

At the start of each lesson

The class team are responsible for ensuring that;

- They have ordered the appropriate ingredients for their lesson
- All staff and students have washed their hands thoroughly prior to touching any food
- Appropriate PPE is worn
- Jewellery is removed
- Long hair is tied back
- No one involved in the preparation of food has experienced sickness or diarrhoea in the last 72 hours

The Food Technology SSA is responsible for ensuring that;

- The room is clean
- Appropriate equipment is available and clean
- Ovens and hobs are working

At the end of each lesson

The class team are responsible for ensuring that;

- Any unused food is stored appropriately or disposed of
- The room is clean and all equipment used has been washed, dried and put away
- Turning all ovens and hobs off
- Knives are locked away

The Food Technology SSA is responsible for ensuring that;

- The room is clean
- All equipment has been cleaned and stored appropriately
- Ovens and hobs have been switched off
- All knives have been locked away

- The room is ready for the next class

Breakfast Club

Breakfast club is offered to all students and is offered in classes as part of the school day.

Students should always be offered a healthy option, including cereals, fruit, bagels, fruit loaf and crumpets.

No more than once a week a treat breakfast may be offered such as bacon or sausage sandwiches.

Toast toppings should be a healthy option, chocolate spread may be used once a week, peanut butter may not be used.

Toast, decaffeinated hot drinks, sugar-free squash and water will be offered and must be prepared in the life skills or Food technology rooms. Toasters are not permitted in classrooms.

Review of Policy

This policy shall be subject to annual review and may be changed from time to time.

The Governing Board approved this policy on date: 8th July 2021

Signed: Richard Pelly, Chair of Governors

Signed: Joolz Scarlett, Headteacher

